



# Commonwealth Career Connections

## About the Publication:



State Job Opportunities



Interim Job Opportunities



Co-Op/ Intern Opportunities



Non-Merit Opportunities

This publication is designed to provide public and private colleges, universities and career and technical schools with information related to state government recruitment and

employment. It is just one of many resources we offer through the Division of Career Opportunities (DCO). You can access additional information about employment with the Commonwealth of Kentucky at our website, [www.personnel.ky.gov](http://www.personnel.ky.gov) .■

## Why Work for the Commonwealth of Kentucky?

The Commonwealth of Kentucky is the largest employer in the state with over 33,000 individuals working in professional, technical and service job classifications. It offers exceptional opportunities for prospective college graduates seeking to gain work experience and skilled professionals wanting to

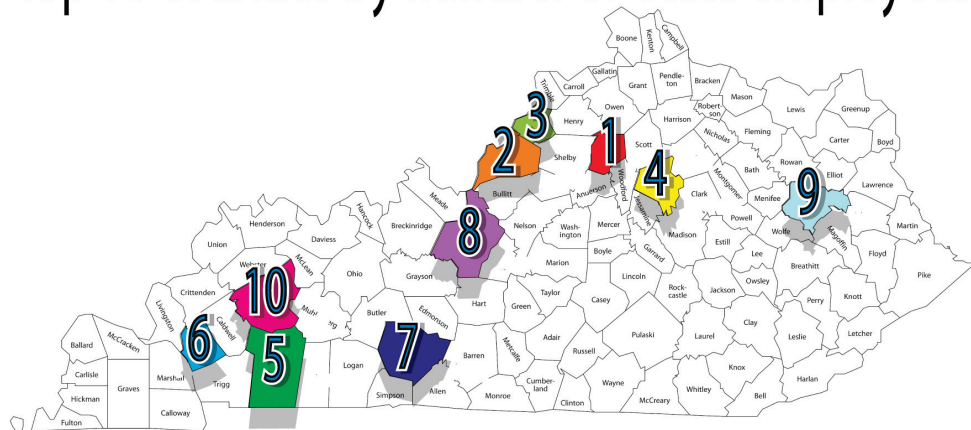
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establish a long-term career in public service. With such a large and diverse workforce, the Commonwealth provides numerous avenues for you to pursue a fulfilling vocation in serving the people of our great state.

Given that state government has over 1,300 job classifications and employees in all of Kentucky's 120 counties, it provides ample opportunities to obtain employment in various geographical areas of the Commonwealth. ■

## Top 10 counties by number of state employees:



1	Franklin-Frankfort	9,226	State Employees
2	Jefferson-Louisville	2,563	State Employees
3	LaGrange-Oldham	1,224	State Employees
4	Fayette-Lexington	1,049	State Employees
5	Christian-Hopkinsville	717	State Employees
6	Lyon-Eddyville	611	State Employees
7	Warren-Bowing Green	528	State Employees
8	Hardin-Elizabethtown	501	State Employees
9	Morgan-West Liberty	497	State Employees
10	Hopkins-Madisonville	496	State Employees



## What is the Career Opportunities System (COS)?

COS is the Personnel Cabinet's on-line recruitment system that allows applicants to search and apply for merit job openings within state government.

## Did You Know?

The Commonwealth of Kentucky is the largest employer in the state!

A few of the many career fields in which you can find challenging and interesting work include:

- Human Services
- Management
- Transportation
- Information Technology
- Criminal Justice
- Environmental Protection
- Natural Resources
- Administration
- Wildlife Management
- Healthcare
- Accounting
- Human Resources
- Engineering

Once you are employed with the Commonwealth, there are many options for both personal and professional growth. One of the advantages of working with state government is that it offers the individual opportunities to explore many career paths while working under a one-employer concept.

As a state employee, you will enjoy the following benefits package:

- Competitive Salaries
- Health Insurance
- Life Insurance
- Retirement
- Annual Leave
- Sick Leave
- Court Leave
- Military Leave
- Military Spousal Leave
- Compensatory Leave
- Voting Leave
- Adverse Weather Leave
- Paid Holidays
- Credit Union
- Workers Compensation

Should a career in Kentucky State Government interest you, we invite to visit the [COS website](#) for more information. ■

## What is Veterans' Preference?

In an effort to recognize the honorable service of veterans, the Commonwealth of Kentucky grants Veterans' Preference to qualified veterans, and in certain instances, their eligible family members. This increases interview opportunities for merit system positions within various state government agencies. The preference does not guarantee employment, and, like other candidates, the veteran must prove to the hiring agency he or she is the best qualified person for the job.

Veterans' Preference is a relatively simple concept. When a register (official list of individuals who apply to a specific job vacancy) is released to the hiring agency by the Personnel Cabinet, all veterans who have submitted the required

documentation to claim the preference will be designated as having this status.



Upon receiving a register, if there are more than five (5) candidates on the register identified as having Veterans' Preference, the

hiring agency will offer an interview to a minimum of five (5) individuals including current state employees. The granting of interviews to veterans is contingent upon them meeting minimum requirements for the position. Kentucky merit system law mandates that all applicants satisfy these requirements prior to being interviewed or offered employment.

As a veteran, you are encouraged to claim the preference when seeking employment with the Commonwealth of Kentucky. To learn more regarding eligibility, what documentation must be submitted, and the application process, please visit the [COS website](#) for more information. ■

## Employee Compensation

Executive Branch  
(Excludes Interim Employees)

Average Gross Annual Salary \$36,583.68

Average Employer Paid Annual Benefits

Retirement	\$ 5,162.42
FICA	\$ 2,463.18
Health Insurance	\$ 4,139.69
Life Insurance	\$ 19.91
TOTAL Benefits	\$11,785.20

Average Annual  
Employee Compensation \$48,368.88

Gross Salary 75.6%



Life Insurance .01%

Health Insurance 8.6%

FICA 5.1%

Retirement 10.67%



*Find out  
more  
about  
Kentucky's  
veterans'  
preference  
law here.*

## Co-op/Intern Program

The Kentucky Government Co-op/Intern Program is a WIN - WIN. Students obtain employment with the Commonwealth of Kentucky as an intern in his/her field of study and have an opportunity to gain hands-on experience. Students apply classroom knowledge to real world situations. The agency gains by having an educated, interested and motivated worker.

To be eligible to participate in the program, students must be:

- Enrolled on a full-time basis at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet. Must be participating in a full-time cooperative education/ internship program and must receive at least 3 credit hours per semester.

OR

- Enrolled full-time in at least their junior year of high school and have been certified by their school as being enrolled in a program or course of study for which practical, on-the-job experience is an integral part.

OR

- Enrolled full-time as a law student at an accredited law school.

AND

- Working toward a diploma, degree or certificate in a field that relates directly to the co-op/intern position for which they are being considered.

AND

- In good standing with the school, with at least a 2.5 grade point average. This grade

point average must be maintained throughout the period the student is working in a co-op/intern position.

AND

- In compliance with state and federal child labor law requirements with respect to age and working hours. Co-op/Intern positions can be paid or unpaid positions.

For consideration to the State Government Co-op/Intern Program, the student will need to complete an application in the Career Opportunities System (COS) and apply to the Co-op/Intern position. After the application is submitted, the student will be required to mail a copy of an unofficial transcript and a signed academic credit agreement form to the Co-op/Intern Coordinator, Rebekah Singleton at [rebekah.singleton@ky.gov](mailto:rebekah.singleton@ky.gov).

Once all required documentation is submitted, students are encouraged to contact Human Resources Administrators at various state government agencies to inquire about potential co-op/intern opportunities.

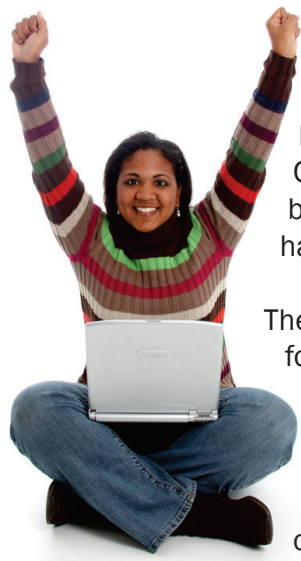
Apply to the Kentucky State Government Co-op/Intern Program today. ■







Access COS  
Here



## Tips for a Winning COS Application

Proper completion of the Commonwealth of Kentucky's Personnel Cabinet's Career Opportunities System (COS) application cannot be overstated. The application will be the initial representation you have with a hiring agency.

The Personnel Cabinet utilizes the Career Opportunities System (COS) for state job application submission and self-nomination to job postings.

Applicants are encouraged to follow all on-screen instructions while creating login credentials, establishing the account, and completing the application form itself (note: there are help links throughout the application).

The following is a list of guidelines and helpful suggestions for applicants to adhere to as they begin and complete the COS application process.

### ✓ Do

**DO....be prepared to spend 45 to 60 minutes or more** when you create your account and complete your application the first time, depending upon the length of your work history. Making updates to your information from then on should take much less time.

**DO....read the fine print and the instructions throughout the application.** Assistance is provided with help links in each section. Look for the *Need Help? Click Here* prompts throughout the application.

**DO....be detailed and complete all fields on the application,** even if you previously submitted a paper application in the old system. Only information in COS will be considered in reviewing your qualifications.

**DO....choose only the counties in which you are willing to report to work each day** if you are applying to Immediate-Fill titles. This includes job titles such as Social Service Worker, Family Support Specialist, and Highway Equipment Operator.

**DO....keep your contact information updated** within your application file as this is the information a hiring agency will use to contact you in the event of an interview.

**DO....take advantage of the Search Agent Manager** feature so you can be notified by automated emails when a job vacancy matching your search criteria is posted on the Personnel Cabinet Job Seekers web page.

### ⊘ Don't

**DON'T....share accounts,** as each applicant must create an account with an individual email, which is his/her unique identifier. Sharing a COS account with another person will cause problems with both application files and may prevent you both from being eligible for registers.

**DON'T....say "see resume"** in the application work history fields instead of listing the required information. Your minimum qualifications review will be based upon the information listed in application.

**DON'T....forget your password and the email address** you used to create your account. Resetting passwords may cause delays and prevent you from being eligible for registers.

**DON'T....start a new COS account** if you forget your password. Use the 'forget your password' link to reset your password.



**"The road to success is always under construction."**

- Lily Tomlin

For additional information regarding the application process, you may contact the DCO at 502-564-8030. Also contact the COS Help Desk at [coshelp@ky.gov](mailto:coshelp@ky.gov) for further assistance. ■



# Career Spotlight

Explore a job  
within one  
of our state  
agencies

## Cabinet for Health and Family Services, Department of Income Support

Are you looking for a career that offers job security and advancement?

The Commonwealth Of Kentucky's COS (Career Opportunities System) website is the perfect place to begin your career path with many featured jobs, including Disability Adjudicator.

The Kentucky Disability Determination Services program makes disability determinations based on reviews of federal social security administration disability applications. The minimum requirement for this position is a bachelor's degree from an accredited college or university. Offices are located in Frankfort and Louisville, KY.

**Do you want to be a part of an agency that is  
committed to teamwork and dedicated to making a  
difference in the lives of Kentuckians?**



**Meet Jessica Byers, who has been a Disability Adjudicator for three years. Jessica has a bachelor's degree in psychology from the University of Kentucky.**

*"By far the most satisfying part of this job is knowing when you've just changed the life of an individual or a family who is not only struggling with a severe medical condition, but financial hardships. For some people, this is virtually one of their last hopes to be able to get treatment or afford medicine. There are some extremely sad cases, especially when dealing with children who have a terminal illness, however, knowing you can provide their family with help and some sort of comfort is extremely rewarding. Getting a phone call from a claimant thanking you for the job you did always helps remind you that each case is actually a person, not just another part of the job." ■*



**Please  
share your  
comments and  
suggestions  
here.**

## Immediate Assistance

- by phone  
**(502) 564-8030**
- by email  
**[coshelp@ky.gov](mailto:coshelp@ky.gov)**

Regular business hours:  
**Monday - Friday**  
**8 a.m. to 4:30 p.m. EST**  
(except for state holidays)

Directions to the State Office Building can be found at our website:  
**[Personnel.ky.gov](http://Personnel.ky.gov)**

## Applicant Services and You

The Personnel Cabinet's Division of Career Opportunities (DCO) Applicant Services Branch offers a variety of assistance to individuals seeking employment with the Commonwealth of Kentucky.

DCO Applicant Services provides a computer lab for job seekers who need assistance or do not have access to a computer to submit their applications through the Career Opportunities System (COS). An Applicant Services staff member can offer guidance to ensure the COS account is properly established and the application is correctly completed.

The lab is located on the first floor of the Kentucky State Office Building, 501 High Street, Frankfort, Kentucky. Check in with the security desk upon arrival.

Regular business hours are  
**Monday through Friday**  
**8 a.m. to 4:30 p.m. EST**  
(except for state holidays)

If you have questions regarding the application or employment process, Applicant Services staff members are available to provide assistance. Applicants can receive immediate assistance by contacting  
**(502) 564-8030.**

The COS Help Desk is an on-line service available to provide technical and user support information to applicants who request application assistance when completing the COS application. Applicants may contact the help desk by emailing **[coshelp@ky.gov](mailto:coshelp@ky.gov)**. Inquiries during business hours will receive prompt responses.

Individuals who previously submitted a paper application to the Personnel

Cabinet prior to the implementation of COS, November 2007, may contact the Applicant Services Branch and request copies of previously submitted applications. After signing and returning a Release of Information form, the former applications will be sent to the applicant. ■



Applicant Services is located on the first floor of the Kentucky State Office Building, 501 High Street, Frankfort, Kentucky.



*The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status, disability, genetic information or political affiliation in accordance with state and federal laws.*